



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

Canc frp: July 2004

OPNAVNOTE 5750
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August 4, 2003

OPNAV NOTICE 5750

From: Chief of Naval Operations
To: OPNAV Principal Officials

Subj: NAVY STAFF GLOBAL WAR ON TERRORISM AND OPERATION IRAQI
FREEDOM HISTORICAL RECORDS COLLECTION AND DISPOSITION

Ref: (a) OPNAVINST 5750.4D, 23 August 2002, Navy Historical
Programs
(b) CNO WASHINGTON DC 182200ZMAR02 (NAVADMIN 067/03),
Capturing Our Operational History
(c) SECNAVINST 5212.5D, 22 April 1998, NAVY AND MARINE
CORPS RECORDS DISPOSITION MANUAL

1. Purpose. To amplify guidance contained in references (a) through (c) in order to preserve historical documentation of Navy staff activities in support of the Global War on Terrorism and Operation IRAQI FREEDOM.

2. Action

a. OPNAV Principal Officials shall collect, preserve and transfer their historically valuable records to the Naval Historical Center as either electronic files on CD-ROM or physical documentation. These records consist of correspondence, reports, plans, studies, message traffic, e-mail and other records that document primary missions and essential transactions that reflect the establishment and execution of policies, plans, programs, and procedures related to the assigned responsibilities of the OPNAV office codes. Deadline for submission of these records in accordance with the following procedures is 1 September 2003. Particular records desired include:

(1) Commander's/Director's overviews and assessments of command/office programs and activities. Records detailing support to other commands or organizations involved in combat or homeland security operations.

(2) Documentation of significant decisions, including background and alternatives considered by the decision maker. In many cases, the decision instrument (e.g. letter, message) and accompanying cover document or information briefing (e.g.

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OPNAV Executive Summary Memorandum) will suffice as long as it fully captures the issues involved.

(3) Documentation of how policies, plans or programs changed as a result of current operations, alignment and other business initiatives.

b. Electronic copies of records up to the classification of Secret shall be submitted to the quickplace site at <http://quickplace.cno.navy.mil/Quickplace/ophistory/main.nsf>.

c. Secret records that are not in digital format should be sent to the Naval Historical Center by approved official or commercial courier service following security directions posted at <http://www.history.navy.mil/tfhhistory>.

d. Top Secret records on CD-ROM shall be forwarded via courier to: 405130-BA 33, NHC/AR Washington, DC.

e. Compartmented information records shall be forwarded on CD-ROM via to: 449354-BA-31, ONI/Suitland, Maryland. Inner wrapper of package should read: Ms. Randy Balano, Historian, ONI-ODB ext: 2975. Contact telephone number is DSN: 659-4488/5901 or (301) 669-4488/5901.

3. Cancellation Contingency. This notice may be retained upon incorporation into a future or forthcoming instruction.

P. A. TRACEY
Vice Admiral, U.S. Navy
Director, Navy Staff